

**California State Assembly
Rules Committee
JOB ANNOUNCEMENT**

Classification: Executive Secretary – Assembly Rules Committee

Final Filing: 5:00 pm, Monday, October 10, 2016

Starting Salary: \$3,127/month

Position Location: 1020 N Street, Suite 300
Sacramento, CA 95814

Duties and Responsibilities:

Performs a variety of complex, clerical and administrative functions in the office in support of all units in the Assembly Rules Committee. Serves as front office receptionist and performs other projects as assigned. Position requires good judgment, discretion, and the ability to move from one project to another with little advance notice.

Requirements:

- Answers the telephone and serves as receptionist.
- Performs complex clerical and administrative work, requiring excellent judgment and discretion.
- Assists in the collection, analysis and distribution of information.
- Demonstrates proficiency with Microsoft Excel, Word and Outlook, including mail merges and spreadsheets.
- Assists in the maintenance and organization of records and accounts.
- Establishes, revises and maintains filing systems, and performs related clerical procedures.
- Maintains, orders and organizes office supplies.
- Operates a wide variety of office equipment, including computers, copiers and facsimile equipment.
- Ability to maintain confidentiality.
- Communicates clearly and concisely.
- Makes sound decisions in accordance with rules, regulations and policies.
- Works efficiently and effectively under pressure with excellent attention to detail.
- Establishes and maintains cooperative and professional relationships with employees and the public.

Information:

Business hours are from 9:00 am – 5:00 pm, Monday through Friday. Additional hours may be required as dictated by the needs of the Assembly Rules Committee.

To Apply:

Please submit cover letter and resume to: Human.Resources@asm.ca.gov

Or mail materials to:

**Assembly Rules Committee
ATTN: Recruiter
1020 N Street, Suite 300
Sacramento, CA 95814**